



United States Department of Agriculture

Research, Education, and Economics
Agricultural Research Service
National Agricultural Library

November 2004

EQUAL EMPLOYMENT OPPORTUNITY PROGRAM

1. PURPOSE

To establish policy and procedures relative to the Equal Employment Opportunity (EEO) Program

2. APPLICABILITY

This policy applies to all personnel employed at the National Agricultural Library (NAL).

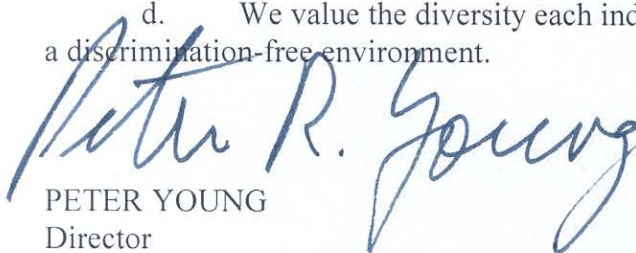
3. POLICY.

a. I want to personally state my commitment to the Department of Agriculture's Equal Employment Opportunity Program. Equal employment opportunity is a condition in which all federal employees are given equal consideration and treatment. It is based on merit and capability without regard to race, color, religion, national origin, gender, age, physical or mental disability, or reprisal.

b. While serving as a member of our team, all NAL personnel have the right to work in an environment that is free from harassment and discrimination. I am firmly committed to equal opportunity and encourage every member of this organization to identify and report discrimination of any form in accordance with 29 CFR 1614 (Equal Employment Opportunity Complaints Process). See NAL's Civil Rights Manager Rodney Yelder if assistance is needed.

c. Each NAL director, manager, and supervisor sets the proper example for a climate that fosters equal employment opportunity. They will take appropriate actions when allegations of discrimination and unequal treatment arise. Processing of EEO complaints is done by the ARS EEO Counselors who can be reached at 1-800-340-4289 or (202) 720-3410. EEO complaints are serious and reports are to be handled responsibly. Additionally, the NAL Civil Rights Manager and I will establish a training program to educate all NAL employees on equal employment opportunity awareness and prevention of discrimination.

d. We value the diversity each individual brings to the work force and strive towards a discrimination-free environment.


PETER YOUNG
Director



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An Equal Opportunity Employer